

WEST VIRGINIA INSTRUCTION NO. 120-301, First Edition

Subject ADS - Instructions for WV Bulletins

**WV301.0 Purpose**

This instruction sets forth policy and procedures for processing West Virginia Bulletins.

**WV301.1 Steps in preparing a West Virginia Bulletin.**

1. All WV Bulletins are to be prepared in accordance with the Directive System (National Instruction No.120-301, Fourth Edition) for the STC's signature
2. Bulletins along with their attachments, (*Note: If referring to a manual, technical guide, form, etc. you will need to create a link to that site-the IT staff and front office staff can help with this*) which are prepared by individuals, must be forwarded to their clerical support section electronically for proper formatting.

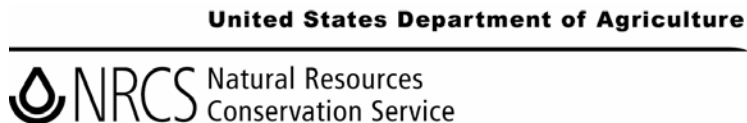
Clerical Support Responsibility

1. Insure proper formatting: Grammar, Distribution List, (*See: GM Title-120, Part 403, WV Amendment #27, dated January, 2004-for distribution codes*), spelling, and etc. Also, include a statement of referral for questions such as: *If you have questions or need additional information, please contact Name at (304) Phone# or by email at email address.*
2. Insure Bulletin Number and subject are correct in accordance with the Records Guide.  
WV Primary Subject-FY-Number  
(exp: WV120-3-6) (See Attachment #1)
3. Make sure all attachments are included in the saved file. (*Note: If referring to a manual, technical guide, form and etc. you will need to create a link to that site-IT staff and front office can help with this*)
4. Name the saved File as: Use the Bulletin # -Subject Name - Date  
(exp: 120-3-6-Equipment Needs Request (2/04))
5. Forward folder to supervisor for review and approval using the same process as with memo and letters.
  - Bulletin & attachments
  - WV-120-28-Signature Approval Form, dated 1/04-(See Attachment #2)

6. Forward to appropriate Principal Staff for review and approval.
7. Forward to front office for review and submission to STC for Signature.

After STC signs:

1. Prepare all Bulletins along with their attachments as follows:
  1. Open your word document and apply the signature indicator such as:
    - If signed by STC /s/
    - If signed by acting /s/ name of person who signed, acting for
  2. In left corner click on “convert to Adobe PDF” icon or if no Icon’s click on File menu and click on Print and select Acrobat Distiller and click on ok.  
*NOTE: full version of Adobe is required-see IT Staff if full version is needed to be loaded for clerical staff only.*
    - a) You will be asked to save the file – “Save PDF File as” box will appear.
    - b) Save in – wherever you save your bulletins-do not change the name of the file just click save at the bottom of the box. This process will take a few minutes to convert.
    - d) When completed exit the file.
    - e) Open the PDF file and proceed with the following:
      - IF no link is needed go to step #3.
      - If links are needed prepare them now. *(IT Staff and front office can help with this step)*
  3. Save PDF file to the S: drive under: *S: WV\_Bulletins PDF*
  4. Once on the S Drive, you will need to send an email to Alan Harris ([r.harris@wv.usda.gov](mailto:r.harris@wv.usda.gov)) to notify him that the bulletin is there and waiting to be moved to the web page. (See attachment #3) *(Print copy of your email message and attach to the original signed bulletin)*
2. After completion of the above, you are required to file the original signed Bulletin, all attachments, and sent email messages in the WV Bulletin Book. *Make sure you date the Tabulation page and initial after you have filed the Bulletin.*
3. IT staff will move file to the WV Web Page and delete it from the S drive and forward an email to Front Office Clerical Staff for distribution by electronic notifications.
4. Distribution will be made every Tuesday and Thursday by electronic email notification to all WV NRCS employees by the Front Office Clerical Staff. The email Subject name will be: **WV Directives System.**



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**June 6, 2003**

**WEST VIRGINIA BULLETIN NO. WV120-3-6**

**SUBJECT: ADS-Equipment Needs Request**

**Purpose: To request all offices to submit their FY-03 Equipment & Vehicle needs.**

**Expiration Date: This bulletin expires August 29,2003.**

**Action Requested By: July 15, 2003 to Supervisor  
July 28, 2003 to State Office**

**The Equipment Needs Committee is in the process of scheduling a meeting in August, 2003.**

**Before the meeting, I am requesting that all offices submit their FY-2003 equipment & vehicle needs on the attached spreadsheet and return to ASTC's and/or State Office Section Leader by: July 15, 2003. (Please keep in mind that this is not a "wish list" but, an actual equipment need.)**

**ASTC's and/or Section Leaders are responsible for the review, approval, and consolidation of the office and/or employee requests and forward to Diana Doerr for state consolidation by: July 28, 2003.**

**This information will be used by the Committee for review and recommendations to me for approval. Upon my approval, an approved list will be forwarded to you for follow up with the Purchasing Agent for proper purchasing requirement.**

**If you have questions or need additional information, please contact Charlotte Wertz at (304) 284-7551.**

**/s/**

**LILLIAN V. WOODS  
State Conservationist**

**Attachment**

**DIST: O**

(120-301, First Ed., Amend. #1, January 2004)

# Vehicle Request

	Item	Qty.	Est. Cost Each	Total Estimate	Priority
Section/Area Name:_____					
				\$-	
				\$-	
				\$-	
				\$-	
				\$-	
Total				\$-	

U.S. DEPARTMENT OF AGRICULTURE  
Natural Resources Conservation Service

WV-120-28  
1/04

### Signature Approval Form

File Name: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

#### Section Clerical Support

Reviewed by: \_\_\_\_\_

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

#### Section Supervisor (when appropriate)

Reviewed by: \_\_\_\_\_

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

#### Principal Staff (for your section)

Reviewed by: \_\_\_\_\_

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

#### Front Office Clerical Support

Reviewed by: \_\_\_\_\_

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

#### State Conservationist Approval for Distribution

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Roseanne Kennedy**

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**From:** Roseanne Kennedy [Roseanne.Kennedy@wv.usda.gov]  
**Sent:** Tuesday, January 27, 2004 11:51 AM  
**To:** 'Alan Harris'  
**Subject:** West Virginia Bulletin No. WV300-4-4

Alan:

West Virginia Bulletin No. WV300-4-4 is on the S Drive and waiting to be moved to the web page.

Please notify Diana Doerr when this bulletin has been posted.

Thanks!